TO:

**Employees Using Personal Vehicles** 

FROM:

Ron Woody, County Executive

SUBJECT:

Personal Vehicles - Mileage Log/Reimbursement Form

DATE:

November 12, 2010

Due to the nature of our jobs, employees occasionally must use personal vehicles for official business.

Please distribute to your employees who might have need to use their personal vehicles.

The attached mileage/reimbursement form should be completed monthly and turned in to the Accounting Department for reimbursement.

## Mileage Log and Reimbursement Form

**Use of Personal Vehicle (excluding overnight travel)** 

Name:

Depar Month	tment			
Date	Origination Point	Destination Point	Purpose of Trip & Notes	Mileage
-				
			4	
				1
	*		sement Rate = Total amount due	
			as actually incurred in the performance of o	fficial duties
			Date	
Supe	rvisor Signature		Date	